

## **Translation Services Synopsis/Pre-Solicitation Number PROC0600172 Questions and Answers, 7/19/2006**

1. I am applying to be a language services vendor for your department. (Solicitation #PROC0600172) What does the economy section of the pricing attachment I mean? Our best price as opposed to our standard price? Or our price over a certain amount of words?

Response:

The USPTO will require translations under three different delivery scenarios: rush, standard, and economy. As stated in the synopsis and below, suppliers are requested to price each of the three (3) delivery scenarios using whatever pricing method it chooses (e.g. standard, catalog, discount prices, etc.).

### **GROUP ONE LANGUAGES**

The Group One languages include Chinese, Czech, Danish, Dutch, French, German, Italian, Japanese, Norwegian, Polish, Portuguese, Russian, Slovak, Spanish, and Swedish. The delivery schedule for a given document in any of these languages is as follows:

RUSH: One (1) day if sent electronically or via FAX, or two (2) days if sent by other means, plus one (1) day for each 4,000 foreign word batch or fraction thereof.

STANDARD: One (1) day if sent electronically or via FAX, or three (3) days if sent by other means, plus one (1) day for each 2,000 foreign word batch or fraction thereof.

ECONOMY: Two (2) days if sent electronically or via FAX, or four (4) days if sent by other means, plus one (1) day for each 1000 foreign word batch or fraction thereof.

### **GROUP TWO LANGUAGES**

The Group Two languages include all other languages not listed as Group 1 languages. The delivery schedule for a given document in any one of these languages is as follows:

RUSH: One (1) day if sent electronically or via FAX, or two (2) days if sent by other means, plus one (1) day for each 2,000 foreign word batch or fraction thereof.

STANDARD: One (1) day if sent electronically or via FAX, or three (3) days if sent by other means, plus one (1) day for each 1,000 foreign word batch or fraction thereof.

ECONOMY: Two (2) days if sent electronically or via FAX, or four (4) days if sent by other means, plus one (1) day for each 500 foreign word batch or fraction thereof.

2. Under pricing the question asks for the completeness and validity of the line items and units of measure shown in pricing schedule per Attachment 2. Can you please explain in greater detail exactly what you are looking for?

Response:

The USPTO is seeking supplier recommendations or opinions regarding the pricing schedule, i.e. is it complete and valid or would it be advantageous to the USPTO and the suppliers to revise the document?

3. Do we need to be registered with the GSA registry to bid on this job?

Response:

No, however suppliers must be registered in the Central Contractor Registration (CCR) system.

4. What other federal regulations or qualifications do we need to have to bid on this job?

Response:

The suppliers must have qualified staff as demonstrated by their responses. A certification statement for a particular document may be requested.

5. Could we specify which languages we would translate?

Response:

Suppliers must be able to translate the majority of the languages on the list. If they do not have someone on staff, they should have access to someone that can provide the translation.

6. Are there forms other than those on the website that we should be aware of?

Response:

Please provide the information that was specified in the Synopsis/Pre-Solicitation notice.

7. If you are expecting to use 5 vendors (or so) total, please give a rough idea of how many total USPTO translation projects can be expected in a year by each vendor (< 100, > 500, etc.) This will give more of an idea of how many freelancers we would need and how many full-time employees.

Response:

We currently receive 4,000 to 5,000 translation requests per year that are divided between the 3 current contracts.

8. Please give a rough idea of both the general advance notice per project and of the expected turnaround time (2 weeks, 1 month, etc.).

Response:

This information is provided in the response to Question No. 1 of this document.

9. If the majority is in German or Japanese, please give a rough percentage of how much is German, how much Japanese, and how much is neither.

Response:

Typically, approximately 70% of requests are for Japanese.

10. Of the percentage that is neither, how much of that would be Spanish?

Response:

Less than 10% of the requests are for Spanish.

11. Please confirm that you are looking for bidders to submit three different completed versions of the chart given in Attachment 1 – one for each word computation method described.

Response:

Yes, we are looking for bidders to submit three different completed versions of the chart given in Attachment 1 – one for each word computation method described

12. If a bidder is selected to participate in the next phase of the procurement process, will said bidders have an opportunity to adjust the prices submitted in response to this Pre-Solicitation Notice for the line items requested in Attachment 1, based on the further detail provided during that phase, e.g. definitions of Rush, Standard and Economy turnaround times?

Response:

The definitions of Rush, Standard and Economy turnaround times are provided in response to Question No. 1 of this document. Suppliers will have an opportunity to adjust the prices submitted in response to this Pre-Solicitation Notice if required due to additional information provided in the Request for Proposal (RFP).

13. Please explain further what is meant by "comment in 2 typewritten pages or less on the completeness and validity of the line items and units of measure shown in the pricing schedule per Attachment 2..." Exactly what information is PTO looking for from bidders? Also, which word computation method is to be assumed for this discussion of Attachment 2?

Response:

A response is provided in Question No. 2 of this document.

14. We have some comments and concerns about the equitability of the second and third word counting methods described in Attachment 2 – may we submit these comments/concerns with our response to this notice, and if so, under which page-count restriction would such comments/concerns fall?

Response:

Recommendations regarding the line items in Attachment 2 should be provided in the response for the following question:

Comment in 2 typewritten pages or less on the completeness and validity of the line items and units of measure shown in the pricing schedule per Attachment 2.

15. Bidders are asked to provide suggested changes to the Statement of Work, clauses or contract duration. We have not seen that a complete Statement of Work and/or list of clauses has been issued - are bidders to comment just based on the information given in the Pre-Solicitation Notice?

Response:

Responses should address the information provided in the Synopsis/Pre-Solicitation notice and attachments, as well as past experience of the suppliers in providing proposals in response to similar requirements.

16. Are you looking for new additional vendors or is the purpose of this bid to renew the contract with existing vendors?

Response:

Yes, as stated in the synopsis, this is a re-competition of the current translation services contracts that expire October 31, 2006. This is not a renewal of an existing contract.

17. Can you provide an example of German and Japanese documents (from the previous years) so that we can calculate the word/stroke count per page?

Response:

Or is it enough for us to use any Japanese and German documents?

Response:

Suppliers can use any Japanese or German patent to calculate the word/stroke count per page.

18. Is there any information about the possible size of the projects coming from USPTO if this tender is won? Could you provide an estimate of a bulk figure - i.e. 10 million words? 50 million words? Etc.

Response:

We currently receive a bulk figure of approximately 15 million words per year that are divided between the 3 current contracts. The volume of work is also provided in the response to Question No. 7 of this document.

19. I wanted to know were there documents that you provide to determine the price for word count or do we use our own documents?

A response is provided in Question No. 17 of this document.

20. I wanted to get more clarity on determining the counting method for each language.

This information is available in Attachment 1 on the FedBizOpps website at the Internet address: <http://www2.fbo.gov/> and the USPTO website at the Internet address: <http://www.uspto.gov/web/offices/ac/comp/proc/currproj.htm>.

21. I would like to ask if a Single Language Vendor (our company only handles the language combination of Japanese and English) could be considered as a supplier of patent translation services.

A response is provided in Question No. 5 of this document.

22. Can you provide your agency's definition of the following terms:

1. Rush
2. Standard
3. Economy

A response is provided in Question No. 1 of this document.